



**FISCAL YEAR 2019/20**  
**CITIZEN PARTICIPATION PLAN**  
**(as Amended for CARES ACT)**

City of Moreno Valley  
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**FISCAL YEAR 2019/20 CITIZEN PARTICIPATION**  
**AS AMENDED FOR CARES ACT**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM  
EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM**

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**CITY OF MORENO VALLEY  
CONSOLIDATED PLAN 2018-2023**

**CITIZEN PARTICIPATION PLAN**

**INTRODUCTION**

The City of Moreno Valley is required by law to have a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of CDBG and HOME funds. The Moreno Valley Citizen Participation Plan was developed pursuant to the U.S. Department of Housing and Urban Development (HUD), Consolidated Submission for Community Planning and Development Programs, as required under 24CFR Part 91 and Part 8. The Citizen Participation Plan provides the method and process by which the City of Moreno Valley will encourage citizen participation in the development of its Consolidated Plan. Through this plan, citizens will be afforded the opportunity to provide input regarding housing and community development needs, issues and problems affecting low and moderate-income persons, the development of strategies, project selections and funding distributions.

**CARES Act provisions responding to COVID-19 pandemic**

The *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act), Public Law 116-136, was signed by President Trump on March 27, 2020 and made available \$5 billion in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Coronavirus (CDBG-CV) funds and \$1 billion in Emergency Solutions Grants Program Coronavirus funds (ESG-CV) to prevent, prepare for, and respond to the coronavirus (COVID-19). Of this amount, HUD is immediately allocating \$2 billion of CDBG-CV funds and \$1 billion in ESG-CV funds based on the fiscal year 2020 entitlement formula.

In addition, HUD has granted certain waivers with regard to public noticing and the public comment period normally required in a recipient agency's Citizen Participation Plan for Substantial Amendments in order to accelerate the implementation of selected eligible activities for the CDBG-CV and ESG-CV funds and to quickly respond to the growing spread and effects of COVID-19. The City has notified HUD of its election of two of the waivers as further explained below under **D. Amendments to the Annual Action Plan**.

**Encouraging Public Participation**

The law requires that the City's Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low and moderate-income people, especially those living in low and moderate-income neighborhoods (see page

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15, CDBG Target Area Map). Also, HUD expects the City to take whatever actions are appropriate to encourage the participation of minorities, people who do not speak English, and people with disabilities.

The City also maintains a distribution list of persons, agencies, and organizations that have expressed interest in the City's CDBG, HOME, and ESG programs. Notifications of events, such as the Community Needs Assessment meetings, are mailed directly to those on the distribution list to encourage public participation.

### **The Role of Low Income People**

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities – all for principally low and moderate-income people.

The City of Moreno Valley will provide the Riverside County Public Housing Authority with a copy of all Public Notices that are published during the Consolidated Plan process. The City encourages input from residents of public housing developments and via the Public Housing Authority; residents are notified of Community Needs Meetings as well as Public Hearings.

Because the amount of federal CDBG, HOME, and ESG money the City receives each year is mostly based upon the severity of both poverty and substandard housing conditions in the City, it is necessary that public participation genuinely involve low-income residents who experience these conditions. Genuine involvement by low-income people must take place at all stages of the process, including:

- Identifying needs
- Setting priorities among these needs, deciding how much money should be allocated to each high-priority need and suggesting the types of programs to meet high-priority needs
- Overseeing the way in which programs are carried out

### **The Various Stages of the Consolidated Plan Process**

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of community and housing needs (via a Public Hearing(s))
2. Preparation of a draft use of funds for the upcoming year, called the Proposed Annual Action Plan (Public Hearing required)
3. Formal approval by the City Council of the Final Annual Action Plan (via a Public Hearing)

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4. In the case where it is necessary to change the use of money already budgeted in an Action Plan or change priorities, a Substantial Amendment will be proposed (completed via Public Hearing)
5. After the program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) is drafted for public review and comment and then submitted to HUD.

### **The Program Year**

The program year for Moreno Valley coincides with the City's fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>.

### **PUBLIC NOTICES**

#### **Items Covered by the Public Notice Requirement**

Advance public notice is provided once a federally required document is available for public review and comment, such as the Annual Action Plan or Consolidated Plan. In addition, advance public notice of all Public Hearings and public meetings is provided at least two weeks in advance.

#### **Public Notice Schedule**

Advance notice of all available documents, Public Hearings and public meetings is provided at least two weeks in advance. The notices will give residents a clear understanding of the event being announced. The following is a general timeline of when public notices are published:

<i>October</i>	Notice of Community Needs Meetings/Public Hearings
<i>October</i>	Notice of Public Hearing to Identify Community Needs
<i>December</i>	Notice of Funding Availability and Application Process
<i>March</i>	Notice of Public Hearing to Discuss Proposed Action Plan
<i>March</i>	Notice of Action Plan Availability for Public Review
<i>March</i>	Notice of Public Hearing to Adopt Final Action Plan
<i>As Needed</i>	Notice of Availability of Amendment to Consolidated/Action Plan
<i>As Needed</i>	Notice of Public Hearing to Amend Consolidated/Action Plan

#### **Forms of Public Notice**

Public notices are published in the Press-Enterprise Newspaper as display advertisements in the non-legal section of the local edition. A copy of the public notice will be sent to any person or organization requesting to be on the mailing list.

## **PUBLIC ACCESS TO INFORMATION**

As required by law, the City will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual and past use of funds covered by the Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, the City will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

### **Standard Documents**

Standard documents include:

- The proposed and final Annual Action Plans
- The proposed and final Five-Year Consolidated Plan (CONPLAN)
- Proposed and final Substantial Amendments to either an Annual Action Plan or the Five-Year Consolidated Plan
- Consolidated Annual Performance and Evaluation (CAPER) Report
- Citizen Participation Plan

### **Availability of Standard Documents**

All documents are available for immediate public review at City Hall in the Financial & Management Services Department. Copies of standard documents that are not currently posted for public review will be provided to the public within five working days of the request at no cost. Copies of draft documents such as the Action Plan and CAPER are available at several locations for public review. These locations are: The Library, the Community Senior Center, City Hall, and the Conference and Recreation Center, along with the City's public website. Documents remain at each of the designated locations for the entire required review time that is specified in the applicable public notice. All final documents are available for public review at City Hall during normal business hours.

## **PUBLIC HEARINGS**

Public Hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals. The law requires a minimum of two public meetings at two different stages of the process. The City will conduct two Public Hearings and additional Public Meetings at the following stages of the process: Identifying Needs, Proposed Annual Action Plan (Project Selection), and the Final Annual Action Plan adoption. Public Hearings are also conducted for amendments to the Annual Action Plan as needed.

## **Access to Public Hearings**

Public Hearings will be held only after there has been adequate notice as described in the “Public Notice” part of this Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper at least two weeks prior to the Public Hearing. Public Hearings are conducted during the regularly scheduled City Council meetings.

## **Public Hearings and Populations with Unique Needs**

All Public Hearings will be held at locations accessible to people with disabilities and provisions will be made for people with disabilities when requests are made within at least five working days prior to a hearing. Translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing.

## **Conduct of Public Hearings**

To ensure that Public Hearings are meaningful to residents, each Public Hearing will be conducted in the presence of the City Council. Each resident choosing to speak will be allowed a maximum of three minutes to make a verbal presentation.

The following is a general timeline of when public hearings are conducted during the process:

November	Public Hearing to Identify Community Needs
April	Public Meeting to Discuss Proposed Annual Action Plan
May	Public Hearing to Adopt Final Annual Action Plan
As needed	Public Hearing to Amend Consolidated/Action Plan

## **STAGES IN THE PROCESS**

### **A. IDENTIFYING NEEDS**

Because the housing and community development needs of low and moderate-income people are so great and so diverse, priorities must be set to decide which needs should get more attention and more resources than other needs. This is the basic reason the Consolidated Plan exists.

A Public Hearing is required to obtain resident’s opinions about needs and what priority those needs have. In order to encourage public involvement, a Public Hearing is conducted to allow residents to express comments regarding the needs of the City’s low and moderate-income populations. The Public Hearing about community needs will be completed at least 15 days before a draft Annual Action Plan is published for comment,

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so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

**B. THE PROPOSED ANNUAL ACTION PLAN (AND/OR FIVE-YEAR CONPLAN)**

The law providing the funds covered by the Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit, and in compliance with the terms of the law, the City will use the following procedures:

At the beginning of this stage, the City will provide the public with an estimate of the amount of CDBG, HOME, and ESG funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also, the public will be given an estimate of the amount of these funds that will be used in ways that will benefit low and moderate-income people.

Displacement and Relocation

The City does not have any plans to displace or relocate any residents from their homes using CDBG, HOME, or ESG funds. If a project necessitated displacement or relocation, it would be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), which requires preparation of an “anti-displacement plan.” The anti-displacement plan would describe how the City would compensate people who are displaced as a result of the use of the funds, specifying the type and amount of compensation.

Technical Assistance

City Staff will work with organizations and individual’s representative of low-and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

Availability of a Proposed Annual Action Plan

Within 3 weeks after the Public Hearing about the Proposed Annual Action Plan, the City will make the Proposed Annual Action Plan available to the public. In addition, copies will be available at the locations specified above in the section, “Public Access to Information.” A public notice will be published at least two weeks prior to the document’s availability. The term “notice” described earlier in the section on “Public Notice” will be used.

Also, the date the Proposed Annual Action Plan is available to the public will be at least 30 days prior to the date a Final Annual Action Plan is approved by the City Council so that low and moderate-income people will have a reasonable opportunity to examine it and to submit comments.



Public Hearing and Further Action

A Public Hearing about the Proposed Annual Action Plan will be conducted by the City Council within 30 days before it is available to the public. In addition, this Public Hearing will be held so that there are at least another 30 days before the Final Annual Action Plan is approved by the City Council so that the elected officials can consider the public's comments from the Public Hearing.

In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the Public Hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments and explains why any comments were not accepted.

**C. THE FINAL ANNUAL ACTION PLAN (AND/OR FIVE-YEAR CONPLAN)**

Copies of the Final Annual Action Plan will be made available to the public at City Hall for review. Copies can be obtained free of charge and within five business days of the request.

**D. AMENDMENTS TO THE ANNUAL ACTION PLAN (AND/OR FIVE-YEAR CONPLAN)**

The Final Annual Action Plan will be amended any time there is: a change in one of the Priorities presented on the HUD-required Priority Table, a change in the use of money to an activity not mentioned in the Final Annual Action Plan, or, a change in the purpose, location, or scope of beneficiaries of an activity. The public will be notified whenever there is an amendment.

Substantial Amendments

The following will be considered "substantial" amendments:

1. A change in the use of CDBG, HOME, or ESG money from one activity to another.
2. The elimination of an activity originally described in the Annual Action Plan.
3. The addition of an activity not originally described in the Annual Action Plan.
4. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective – for example, a change in a construction project from housing to commercial.
5. A meaningful change in the location of an activity.
6. A change in the type or characteristics of people benefiting from the activity. Among the "characteristics" are:
  - a. The HUD-recognized income levels of: 0-30 percent of Area Median Income (AMI); between 31 and 50 percent AMI; and between 51 to 80 percent AMI

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- b. Race or ethnicity
  - c. Renter or homeowner
  - d. Single households, small households (two to four persons), large households (five or more persons)
7. A 20% decrease in the number of low and moderate-income people benefiting from an activity.
  8. A change in the scope of an activity, such that there is a 20% increase or decrease in the amount of money allocated to the activity.

Public Notice and Public Hearing for Substantial Amendments

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. There will be advanced notice of the availability of a proposed Substantial Amendment 30 days before there is a Public Hearing.
2. A detailed written description of the proposed Substantial Amendment will be made available to the public. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under “Public Access to Information.”
3. There will be a Public Hearing regarding the proposed Substantial Amendment conducted by the City Council. This Public Hearing will not take place until the public has had 30 days to review the proposed Substantial Amendment.
4. The Public Hearing will be held no sooner than two weeks prior to submission to HUD.
5. In preparing the Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the Public Hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments and explains why any comments were not accepted.
- 6.

Public Notice and Public Hearing for Substantial Amendment-CARES Act

The City has notified the LA HUD office of its election of eligible CARES Act waivers to Citizen Participation public noticing and comment period to accelerate the implementation of selected eligible activities for the CDBG-CV and ESG-CV funds and to quickly respond to the growing spread and effects of COVID-19.

Notice of Public Hearing and public comment period for any FY 2019/20 Substantial Amendment for the CARES Act funds (CARES Act Amendment) will be at least five days in advance as allowed by HUD waivers. The notices will give residents a clear

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understanding of the event being announced. The following are the dates of public notices for :

<i>April 30, 2020</i>	Notice of Funding Availability-CARES Act Funds
<i>June 11, 2020</i>	Notice of Public Hearing to Adopt CARES Act Amendment

There must be reasonable notice of a proposed CARES Act Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan for SA-CARES Act, with the addition of the following procedures specifically for CARES Act Amendment:

1. There will be advanced notice of the availability of a proposed Substantial Amendment at least 5 days before there is a Public Hearing.
2. A detailed written description of the proposed CARES Act Amendment will be made available to the public. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information."
3. There will be a Public Hearing regarding the proposed CARES Act Amendment conducted by the City Council. This Public Hearing will not take place until the public has had at least 5 days to review the proposed CARES Act Amendment.
4. The Public Hearing will be held no sooner than two days prior to submission to HUD.
5. If social distancing orders relating to the COVID-19 outbreak are still being enforced, the City will provide video/audio access to the public through video conferencing medium such as Zoom.
6. In preparing the Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the Public Hearing or submitted in writing during the review and comment period. The final CARES Act Amendment will have a section that presents all comments and explains why any comments were not accepted.

The Public Hearing for the CARES Act Amendment will be held on the following date:

<i>June 16, 2020</i>	Public Hearing to Adopt CARES Act Amendment and amended Citizen's Participation Plan
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**E. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

Every program year the City must submit to the Department of Housing and Urban Development (HUD) a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. In general, the CAPER must

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describe how funds were used during the program year and the extent to which these funds were used for activities that benefited low and moderate-income people.

Public Notice for the Consolidated Annual Performance and Evaluation Report (CAPER)

There must be reasonable notice that the Consolidated Annual Performance and Evaluation Report (CAPER) is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for the CAPER:

1. The City will publish a notice of CAPER availability two weeks in advance of the public review period.
2. A complete copy of the CAPER will be made available to the public at the locations indicated earlier in the Citizen Participation Plan under "Public Access to Information."
3. The public will have a minimum of 15 days to review and provide comments on the CAPER.
4. In preparing the CAPER for submission to HUD, careful consideration will be given to all comments views expressed by the public. The CAPER sent to HUD will have a section that presents all comments and explains why any comments were not accepted.

Contents of the CAPER

The CAPER provides details on the actions taken by the City and the accomplishments completed during the previous program year. Accomplishments include the number of low and moderate-income persons served and the ethnicity of those individuals. Also provided are expenditures taken during the year and funds spent undertaking each activity.

**COMPLAINT PROCEDURES**

Comments, suggestions or complaints may be addressed to the Financial & Management Services Department as follows:

City of Moreno Valley  
Financial & Management Services Department  
Attn: Financial Operations Division  
14177 Frederick Street  
P.O. Box 88005  
Moreno Valley, CA 92552-0805  
(951) 413-3450

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All written complaints from the public will receive a meaningful written response within 15 working days after receipt.

**CHANGES TO THE CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan can be changed only after the public has been notified of the intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantial changes to it.

## FY 2019/20 Annual Action Plan & Citizen Participation Schedule

Date	Event
Tuesday, October 22, 2019	<b>Public Meeting 1:</b> Public Meeting to Review Action Plan Calendar Schedule
Tuesday, November 5, 2019	<b>Public Hearing 1:</b> Public Hearing to Adopt Objectives/Policies & Collect Community Needs Comments
Thursday, December 19, 2019	Notice of Funding Availability (NOFA) Available. APPLICATIONS AVAILABLE FOR DISTRIBUTION.
Thursday, January 9, 2020	In-Person Application Workshop
Friday, January 31, 2020	Applications Due from Applicants
Monday, March 9, 2020	Finance Subcommittee 1:1 Meetings to Review Staff Project Recommendations
Tuesday, March 24, 2020	<b>Public Meeting 2:</b> Open Technical Review Committee Meeting - Applicants are invited to attend and provided with an opportunity to explain programs in person.
Friday, April 3, 2020	Commencement of 30 - Day Action Plan Public Comment/Review Period
Tuesday, April 21, 2020	<b>Public Hearing 2 for Action Plan:</b> Public Hearing to Review Project Recommendations as issued by the Finance Subcommittee
Sunday, May 3, 2020	Close of 30 – Day Action Plan Public Comment/Review Period
Tuesday, May 5, 2020	<b>Public Hearing 3 for Action Plan:</b> Approve Annual Action Plan
Friday, May 15, 2020	<b>Submittal of 2019/20 Action Plan to HUD</b>

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**FY 2019/20 CARES Act Amendment & Amended Citizen Participation Schedule**

Date	Event
Thursday, April 30, 2020	Notice of Funding Availability (NOFA) available. APPLICATIONS AVAILABLE ON CITY WEBSITE.
Friday, May 29, 2020	Applications due from applicants
Thursday, June 11, 2020	Commencement CARES Act Amendment and Amended Citizen's Participation Plan public comment/review period
Tuesday, June 16, 2020	Close of CARES Act Amendment and Amended Citizen's Participation Plan public comment/review period
Tuesday, June 16, 2020	<b>Public Hearing:</b> Approve CARES Act Amendment and Amended Citizen's Participation Plan
Thursday, June 18, 2020	<b>Submittal of 2019/20 CARES Act Amendment to HUD</b>